

SMALL SCHOOL/RCCI INSTRUCTIONS –MEAL COUNT TALLY

Small schools and Residential Child Care Institutions may use this monthly meal count tally to maintain an accurate count at point of service for each reimbursable meal offered.

- The name of each student/resident should be included on the sheet on their first day of attendance. The date that they leave should also be recorded.
- Mark “A” for students/residents who are absent during mealtime.
- Transfer the counts on this sheet to the Daily Meal Count form according to meal (breakfast or lunch) and category (free, reduced-price, or paid).
- Retain this form on file with the counting and claiming information.